

5 VENDOR REGISTRATION AND BID NOTIFICATION SYSTEM

5.1 Bid Posting and Notification

The Division of Purchasing posts business opportunities on the Sicommnet BASEC™ system. Many major state agencies also use this system. Use of this Internet-based system allows vendors to respond to solicitations online or download non-interactive bids or proposals. Vendors may search for business opportunities at no cost or, for a small subscription fee, receive e-mail notifications of opportunities in selected commodity classifications.

Hard copies of solicitations are still available. *Idaho Code 67-5718(2)* allows for electronic posting of solicitations and also requires that hard copies of all formal, sealed solicitations (Invitation to Bid and Request for Proposal) be posted at the Division of Purchasing, 5569 Kendall, Boise, Idaho 83706. Agencies with delegated authority to process formal, sealed solicitations must also post hard copies of their solicitations at their respective purchasing office.

5.2 Vendor Internet Registration

The State of Idaho does not require that a vendor be registered with the State in order to do business. However, the Division of Purchasing and many state agencies post their solicitations on the Internet using the Sicommnet BASEC™ system. In order to access this system to view, download solicitations and respond online, vendors must register with SicommNet.

- There is no charge to register.
- There is no charge to access, view, download, and respond to Idaho solicitations online.
- Sicommnet also offers additional value-added services (including e-mail notification of solicitations) for a subscription fee explained in detail during the registration process.

To register vendors should be directed to:

<http://www.sicomm.net>

For assistance in registering, vendors may call the Sicommnet Help Desk at:

800-575-9955

5.3 Disqualification of Vendors

Idaho Code 67-5730. QUALIFICATION OF VENDORS – DISQUALIFICATION OF VENDORS -- NOTICE -- APPEALS

- (1) No vendor shall be allowed to submit a bid unless such vendor is qualified. All vendors are qualified unless disqualified.
- (2) Vendors may be disqualified for any of the following reasons:
 - (a) Failure to perform according to the terms of any agreement;
 - (b) Attempts by whatever means to cause acquisition specifications to be drawn so as to favor a specific vendor;
 - (c) Use of the provisions of this chapter to obstruct or unreasonably delay acquisitions by the state. Obstruction is hereby defined as a lack of success in more than fifty percent (50%) of the specification challenges made in each of three (3) different acquisitions during any twenty-four (24) month period;
 - (d) Perjury in a vendor disqualification hearing;
 - (e) To knowingly violate the provisions of this chapter; or
 - (f) Debarment, suspension or ineligibility from federal contracting of the vendor, its principals or affiliates.
- (3) A vendor shall be notified by registered mail within ten (10) days of disqualification and may, within thirty (30) days of the receipt of such notice, request of the director of the department of administration a hearing before a determinations officer. Any hearings shall be held in accordance with chapter 52, title 67, Idaho Code.
- (4) In lieu of disqualification, the determinations officer may recommend to the director of the department of administration specific conditions to the vendor's continued participation in acquisitions by the state.
- (5) Disqualification or conditions may be imposed for a period of not less than six (6) months or not more than five (5) years.